

Section 11.7.1 FUNCTIONS MENU

Distribution Detail Inquiry

Purpose	This section provides the procedures to inquire on posted, changed and unposted distribution detail transactions by using the Distribution Detail window.
Window Name	Distribution Detail Inquiry
Reminders	<ol style="list-style-type: none"> 1. The Distribution Detail Inquiry window is accessed through the Functions, Distribution Detail <u>I</u>nquiry items on the menu bar. 2. The Distribution Detail Inquiry window consists of the following tabs: <ul style="list-style-type: none"> ■ Selection - The Selection tab contains a Selection Criteria window and a Selection List window. This allows the option of selecting at the department/agency level or transaction ID (Batch Agy, Date, Type, No., Seq. No.) Once the selection criteria has been selected or entered and the Select button clicked, the information is displayed in the Selection List window. The user may then highlight a transaction and click on the Trans Detail tab to view the detail distribution information. ■ Trans Detail - Displays all the detail distribution information of a transaction that was highlighted on the Selection List window. Once this tab is activated, a user may inquire on an employee by clicking the the Emp Detail tab located at the bottom of the Trans Detail window. The information displayed from the Emp Detail tab is the same that is displayed when the Distribution Inquiry by Employee item is selected from the Functions menu bar. The following tabs become active when the Emp Detail tab is clicked: <ul style="list-style-type: none"> ■ Pay Type - Displays employee distribution of direct labor or labor additive type of distribution. ■ Coding Block - Displays employee's coding blocks for direct labor or labor additive type of distribution. <p><i>Continued</i></p>

Distribution Detail Inquiry

Reminders (Continued)	3. The Coding block information displayed on the Distribution Detail Inquiry window is downloaded daily from the Relational Standard Accounting and Reporting System (R★STARS). Any changes made in the Financial Administration and Control System (FACS) will not be updated on these windows until the next day.
References	<i>No specific references.</i>

Selection Tab

The following window is displayed when Functions, Distribution Detail Inquiry is selected from the Menu bar. The steps are described on the following pages.

DCDS 32

File Edit Options Functions Params Reports Window Help

Distribution Detail Inquiry

Selection **Trans Detail** 11

Selection Criteria 2 3 4 5

1 Dept: 01 Agy: 01 PP End Date: 11/11/00 Process Day: 01 FY: 0000

OR

6 Batch - Agy: Date: 00/00/0000 Type: No: Seq No:

7 Dist Type: ☒ Direct Labor ☐ Equipment Usage ☐ Labor Additive ☐ All Distributions

8 Trans Type: ☒ Posted ☐ Changed ☐ UnPosted ☐ All

9 Select

Selection List 10

Day Transaction Id:	Type	Pst	Ch	FY	Obj Cd								
Amount	AY	Index	PCA	Fund	Appr	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi

<=> Emp Detail Close

Ready

DCDS Input Procedures

Selection Tab (Selection Criteria)

Follow the steps below to select the detail distribution transaction to view.

Step	Field Name	Action
<i>To select using the department/agency option, enter the following:</i>		
1	Dept*	Select the appropriate department number from the dropdown list or enter the department number. The first department the user has access to is the default. Note: When a department has been selected all valid agencies for the department will be displayed in the agency dropdown list.
2	Agy*	Select the appropriate agency number from the dropdown list or enter the agency number. The first agency the user has access to is the default.
3	PP End Date*	The last day of the previous pay period will automatically display. Select the appropriate pay period end date.
4	Process Day	Select a process day of 1-10 or 'ALL' from the dropdown list. Note: Defaults to process day 1.
5	FY	Enter the applicable Fiscal Year, if inquiry is for Split Pay otherwise skip.
<i>To select using the transaction ID option, delete the department code and press the tab key, this will position the cursor in the Batch-Agy field, then enter the appropriate data.</i>		
6	Batch Agy* Date Type No Seq No	Enter the appropriate transaction ID for the following: <ul style="list-style-type: none"> ■ Batch Agency ■ Batch Date ■ Batch Type ■ Batch Number ■ Batch Sequence Number (this is an optional entry) Note: If a Distribution Type and Transaction Type are not selected, enter the R★STARS transaction ID for each transaction to be displayed. When using Coding Blocks that infer the Recurring Transaction Index (RTI) enter the Batch Sequence Number of the parent.

**indicates a required field that must be entered*

Selection Tab (Selection Criteria)

Step	Field Name	Action
<i>The following must be selected for both select options.</i>		
7	Dist Type*	<p>Click on one of the following radio buttons to select which distribution type will display:</p> <ul style="list-style-type: none"> ■ Direct Labor - displays labor distribution transactions ■ Labor Additive - displays labor additive (overhead) transactions ■ Equipment Usage - displays equipment usage transactions ■ All Distributions - displays all transactions <p>Note: Direct Labor is the default.</p>
8	Trans Type*	<p>Click on one of the following radio buttons to select the transaction type to display.</p> <ul style="list-style-type: none"> ■ Posted - Displays transactions that have been posted to R★STARS and the information has been sent back to DCDS. ■ Changed - Displays transactions that have been modified in R★STARS after being sent from DCDS. The Distribution Detail Inquiry screen displays the original information that was sent from DCDS and the information that was posted in R★STARS for comparison. Changes are the result of correcting an unposted condition. ■ Unposted - Displays transactions that have been sent to R★STARS but not posted to R★STARS. Some examples of why a transaction might have an “unposted” status are: transactions that have been processed in DCDS, but are waiting for the completion of the batch processing cycle to post them in R★STARS, funding errors, R★STARS profile modifications (inactivated profiles, change of effective date, etc.). ■ All - Displays Posted, Changed and Unposted transactions. <p>Note: The Posted button is the default.</p>

**indicates a required field that must be entered*

Selection Tab (Selection Criteria)

Step	Field Name	Action
9	Select Button	Click on the Select button (or press Alt + L). This displays a list of transactions in the Selection List window which match the selection criteria.
10	Selection List Window	Highlight the transaction to be viewed.
11	Trans Detail Tab	Click on the Trans Detail tab to view the information associated with the highlighted transaction.

**indicates a required field that must be entered*

Selection Tab (Selection List)

The following information is displayed:

Field Name	Description
Day	The process day for each transaction.
Transaction ID	<p>The unique identifier for each bi-weekly transaction (includes batch agency, batch date, batch type, batch number, and batch sequence number).</p> <p>Note: Both Parent and Children transactions are displayed where applicable (i.e., when the Coding Block infers Recurring Transaction Index - RTI).</p>
Type	<p>The type of distribution. One of these codes will display:</p> <ul style="list-style-type: none">■ L - Direct Labor■ A - Labor Additive■ E - Equipment Usage
Pst	A '✓' displays if the transaction is posted.
Ch	A '✓' displays if the transaction has been changed.
FY	The Fiscal Year that applies to the distribution information.
Obj	The object code for each transaction which is used to account for costs. Transactions are categorized by types of costs.
Amount	The dollar amount for each transaction.
AY	The appropriation year for each transaction which represents the year funds are authorized to be expended.
Coding Block Elements	The applicable coding block elements for each transaction displayed.

Trans Detail Tab

The following window is displayed when the Trans Detail tab is clicked from the Selection tab. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main area is titled "Distribution Detail Inquiry" and contains two tabs: "Selection" and "Trans Detail". The "Trans Detail" tab is active, displaying the following information:

Transaction Id
93019960715J00100001

AY	Index	PCA	Fund	Appr	GRNT	Ph	AG1	PROJ	Ph	AG2	AG3	Multi
96	40020											

Transaction Detail

SSN	Name	Pay Type	Obj Code	Hours	Amount	S1	S2
030-30-2200	Fiala, Darliner	REG1	3710	80	\$2,425.60	DD	

At the bottom of the window, there are buttons for "<=", ">=", "Emp Detail", and "Close". The status bar at the bottom left shows "Ready".

Trans Detail Tab

The following information is displayed:

Field Name	Description
SSN	The employee's Social Security Number.
Name	The employee's name.
Pay Type	The pay type for each distribution.
Obj Code	The object code for each distribution.
Hours	The number of hours for each distribution, if applicable.
Amount	The dollar amount for each distribution.
S1	<p>The source of the distribution coding block. One of the following displays:</p> <ul style="list-style-type: none">■ TS - coding block reported on the timesheet in DCDS■ DD - default distribution defined as the Standard coding block■ MC - Labor Distribution Adjustment■ PI - coding block recorded on a Gross Pay Adjustment
S2	<p>Secondary source of the distribution coding block from one of the crosswalks. If applicable, one of the following displays:</p> <ul style="list-style-type: none">■ TC - TKU Crosswalk■ PC - Project Crosswalk■ GC - Grant Crosswalk■ CC - Coding Block Crosswalk
Emp Detail	Click on the Emp Detail button located at the bottom center of the window to display distribution detail information by employee

Emp Detail Bottom Tab

The following window is displayed when the Emp Detail button is clicked from the Trans Detail tab. This window displays detailed employee distributions as a result of a direct labor or labor additive entry selected from the Selection List window. This window may also be displayed by selecting Functions, Distribution Inquiry by Employee from the menu bar. The fields displayed are described on the following page.

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File Edit Options Functions Params Reports Window Help

Distribution Detail by Employee - via LD Detail

Selection Detail Dist Pay Type Coding Block

Name: Wilson, Blondie **SSN:** 300-22-0101 **PP End Date:** 11/11/00
Dept: 07 **Agency:** 01 **TKU:** 713

Employee Labor Detail Distribution

Name: Wilson, Blondie **SSN:** 300-22-0101 **Dept:** 07 **Agy:** 01 **TKU:** 713 **PP End Dt:** 11/11/2000

Posted	Chgd	Hours	Obj Cd	Pay Type	Document ref.	CB Source 1	CB Source 2	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8	3010	HOL1		DD		\$365.20
01	12007	12007	0110	01101				\$365.20
<input checked="" type="checkbox"/>	<input type="checkbox"/>	70	3010	REG1		DD		\$3,195.50
01	12007	12007	0110	01101				\$3,195.50
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	3260	ANLV		DD		\$91.30
01	12007	12007	0110	01101				\$91.30
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	3355	FM		DD		\$52.70
01	12007	12007	0110	01101				\$52.70
<input checked="" type="checkbox"/>	<input type="checkbox"/>	0	3365	RE		DD		\$492.65
01	12007	12007	0110	01101				\$492.65

AY Index PCA Fund Appr Grant Ph AG1 Project Ph AG2 AG3 Multi

Close

Ready

Emp Detail Bottom Tab

The following information is displayed:

Field Name	Description
Name, SSN, Dept, Agy, TKU, PP End Date	Employee's name, Social Security Number, Department, Agency, Timekeeping Unit and Pay Period End Date.
Posted	A '✓' displays if the transaction has posted.
Chgd	A '✓' displays if the transaction has been changed in R★STARS.
Hours	The number of hours for each distribution.
Obj Cd	The object code for each distribution.
Pay Type	The pay type code for the distribution.
Document Ref	The Document Reference is a six-character code which identifies a Gross Pay Adjustment (GPA). The first three characters make up the GPA Reason Code (TAA represents a Data Collection Adjustment). The last three letters indicate whether the DCDS adjustment is a negative "DCN" or positive "DCP."
CB Source 1	<p>The source of the distribution coding block. One of the following displays:</p> <ul style="list-style-type: none"> ■ TS - coding block reported on the timesheet in DCDS ■ DD - default distribution defined as the Standard coding block ■ MC - Labor Distribution Adjustment ■ PI - coding block recorded on a Gross Pay Adjustment
CB Source 2	<p>The secondary source of the distribution coding block from one of the crosswalks. If applicable, one of the following displays:</p> <ul style="list-style-type: none"> ■ TC - TKU Crosswalk ■ OC - Organization Crosswalk ■ PC - Project Crosswalk ■ GC - Grant Crosswalk ■ CC - Coding Block Crosswalk

Emp Detail Bottom Tab

Field Name	Description
Amount	The dollar amount for each transaction.
Coding Block Elements	The applicable coding block elements for each distribution.

Pay Type Tab

The following window is displayed when the Pay Type tab is clicked from the Distribution Detail by Employee window. This window displays employee distribution of direct labor or labor additive type of distribution. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a sub-header "Labor Distribution Detail by Employee - via LD Detail". The "Pay Type" tab is selected. The window displays employee information: Name: Fiala, Darliner; SSN: 030-30-2200; PP End Date: 7/13/96; Dept: ; Agency: ; TKU: . Below this is a table titled "Employee Labor Distribution by Pay Type". The table has five columns: Pay Type Group, Pay Type, Obj Cd, Hours, and Amount. The data is for the "L&I" group, showing various pay types (DB, FI, FM, HA, IA, LU, RE, VB) with 0 hours each and their respective amounts. A total row shows "L&I Total: \$738.23". The window has a status bar at the bottom that says "Ready" and a "Close" button.

Pay Type Group	Pay Type	Obj Cd	Hours	Amount
L&I	DB	4075	0	\$10.75
	FI	3875	0	\$150.43
	FM	3885	0	\$35.18
	HA	3945	0	\$107.02
	IA	4120	0	\$25.11
	LU	4125	0	\$20.32
	RE	3895	0	\$387.37
	VB	4105	0	\$2.05
L&I Total:				\$738.23

Pay Type Tab

The following information is displayed:

Field Name	Description
Pay Type Group	The pay type group for each distribution.
Pay Type	The pay type for each distribution.
Obj Cd	The object code for each distribution.
Hours	The number of hours for each distribution.
Amount	The dollar amount for each distribution.

Coding Block Tab

The following window is displayed when the Coding Block tab is clicked from the Distribution Detail by Employee window. This window displays to verify employee's coding blocks for direct labor or labor additive type of distribution. The fields displayed are described on the following page.

The screenshot shows a software window titled "DCDS 32" with a menu bar (File, Edit, Options, Functions, Params, Reports, Window, Help) and a toolbar. The main window is titled "Distribution Detail by Employee - via LD Detail" and has four tabs: Selection, Detail Dist, Pay Type, and Coding Block. The Coding Block tab is active, displaying the following information:

Name: **Wilson, Blondie** SSN: **300-22-0101** PP End Date: **11/11/00**
Dept: **07** Agency: **01** TKU: **713**

Employee Labor Distribution by Coding Block

Pst	Chg	Amount	AY	Index	PCA	Fund	Appr	Grant	Ph	AG1	Project	Ph	AG2	AG3	Multi
<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$4,522.09	01	12007	12007	0110	01101								
Employee Total:		\$4,522.09													

At the bottom of the window, there are navigation buttons "<=" and "=>" and a "Close" button. The status bar at the bottom left shows "Ready".

Coding Block Tab

The following information is displayed:

Field Name	Description
Posted	Displays a '✓' if the distribution has posted in R★STARS.
Chg	Displays a '✓' if a change in the coding block has occurred R★STARS.
Amount	The dollar amount for each distribution.
Coding Block Elements	The applicable coding block elements for each distribution.